

CLASSIFIED SENATE MINUTES

Monday September 14, 2020

3:00 p.m. – 5:00 p.m.

Via Zoom

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, Letta Greene – *Treasurer*, BethAnn Stone – *Secretary*, Sandra Mills - *Union Rep*, Catt Wood – *Council Member*, T’Sendenia Gage – *Council Member*, Ninnette Alfaro – *Council Member*, Paul West, Tamara Green, Christopher Long, Irene Sukhu, Courtney Diputado, Annica Soto, Grace Villegas, Reginald Turner, Michelle McQuaid, Myles Crain, Irma Gregory, Marques McCoy, Eloine Chapman, Diane Ahlborn, Susie Hansen, Cristina Grosser, Catherine Fonseca

Members Excused: Justin Nogarr – *Council Member*

Guest(s): Diane White, Dr. Tanisha Maxwell, Natalie Hannum, Francesca Bernard (LMC Student)

Item	Agenda	Outcomes
<p>1. 2. 3.</p>	<p>Welcome Announcements Public Comment</p>	<ul style="list-style-type: none"> • Nicole welcomed Classified Professionals to the meeting. • Nicole reminded Classified Professionals of the September 21st Unified Town Hall Meeting on Social Justice. All are encouraged to attend. • No public comment was given.
<p>4.</p>	<p>A. Agenda of 9/14/2020 B. Minutes of 08/31/2020</p>	<p>A. Agenda Action: M/S: R. Delgado/C. Wood approved. (25-0-0) B. Minutes 08/31/2020 Action: M/S: C. Wood/T. Gage approved with three (3) corrections (24-0-1; Sandra Mills abstained)</p>
<p>4.</p>	<p>Presentation: Values and Vision Statements</p>	<p><u>Values and Vision Statements – Diane White (EMP/MVV Facilitator)</u> <u>Vision:</u> Diane White provided the Classified Senate with an overview of the process thus far and her background. To begin this conversation, it is important note what the intent of the Mission, Vision, and Values Statements are. Mission Statements are intended to describe our (LMC’s) statement of purpose. The Vision Statement is intended to state the future of LMC. The Values Statement(s) are intended to describe what we (LMC) stands for. The Mission Statement was approved by all three (3) Senates, so the purpose of today’s discussion is to provide some clarity if needed, and move forward with completing our review and approval of the Vision and Values Statements. Once SGC established the approach, the results from the Mission Statement Survey and SOAR Survey Results were used to develop ideas from stakeholders and the community. These ideas were then used to extract recurring, central concepts or themes. These themes were then reviewed and analyzed to create the four (4) guiding questions below:</p> <ul style="list-style-type: none"> • To what do we aspire? • What kind of College do we want to create? • What is our dream/vision for LMC? • What would success look like? <p>The guiding questions and dialogue from SGC meetings was used for the College Assembly on the Mission, Vision and Values Statements. The feedback received during this College Assembly was used to inform the development of two (2) draft Vision Statements, which were then refined and endorsed by SGC. After endorsement by SGC, the two (2) draft statements were sent to all three (3) Senates for review, feedback and subsequent approval. It is noted that the future course of the College in relation to goals, is included in our Educational Master Plan. The feedback from the last Classified Senate meeting on the two (2) Vision Statements</p>

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	Instruction Update	<p>was communicated to SGC. The Classified Senate discussed the two (2) Vision Statements:</p> <ul style="list-style-type: none">• It is noted a difference in the first and second statements are, LMC is doing the transforming of the communities in the first and in the second our students are transforming the communities.• Statement #1, is preferred as it includes support services, career opportunities, and that LMC does want to transform our communities with our students.• LMC transforms our communities through being one of the largest employers in the area, and serving as an anchor for industries to train, sustain and educate their workforce. Through outreach and dual enrollments, we provide pathways for our K-12 partners. Through education we transform. <p><i>The CS approved the first option for the LMC Vision Statement “Los Medanos College will be a leader in providing innovative, dynamic, and equitable educational experiences, support services, and career opportunities that empower students and transform our community.” (M/S: S. Mills/M. McCoy; 22-1-2; Michelle McQuaid and Courtney Diputado abstained)</i></p> <p><u>Values:</u> When approaching the revisions to the Values Statement, SGC used the following guiding questions:</p> <ul style="list-style-type: none">• What does LMC stand for?• What behavior and characteristic are most important in how we go about our work? <p>The input received from the results of the Mission Statement and SOAR Surveys, helped to frame the outline for the College Assembly and communications with stakeholders. Utilizing the feedback received from stakeholders and during the College Assembly, themes were developed which were then refined and endorse by SGC. After endorsement by SGC, the Values Statement was sent to all three (3) Senates for review, feedback and subsequent approval. It is noted that the future course of the College in relation to goals, is included in our Educational Master Plan.</p> <p><i>The CS approved the Values Statement (M/S: B.Stone/R. Delgado; 20-2-2; Michelle McQuaid and Courtney Diputado abstained)</i></p> <p><u>Instruction Update – Natalie Hannum:</u> Vice President of Instruction, Natalie Hannum provided updates from the Office of Instruction (OoI) and instructional processes:</p> <ul style="list-style-type: none">• The OoI is in currently converting all processes online, with 90% already converted. Additionally, the OoI website has been reorganized and updated to remain current, including the conversion to dynamic forms.• The OoI is open virtually five (5) days/week with Eileen Valenzuela, Shondra West, Leetha Robertson, Grace Villegas, and Irene Sukhu providing support.• One of the primary foci for the department, is completing development of the Course Schedule and releasing it. We should anticipate that spring 2021 will be online learning as well.• All the Lab Coordinators have done an excellent job of working with instruction.• Natalie encouraged Classified Professionals to engage in Strategic Enrollment Management (SEM) and Guided Pathways.
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	<p>Student Services Update</p> <p>EMP</p> <p>Classified Senate Resolution</p>	<ul style="list-style-type: none">• We are continuing to work to acquire and release additional technologies for students, faculty and staff.• Applications for Box 2A are due in November. The budget situation does not look good, while we are unsure at this time what the final state of the budget will be, the outlook is not good.• Natalie is still responsible for Workforce Development, Irene Sukhu has moved to the OoI to support this work.• Natalie extended gratitude and recognition for the work that Classified Professionals have done and continue to do. <p><u>Student Services Update – Dr. Tanisha Maxwell:</u> The Vice President of Student Services, Dr. Tanisha Maxwell provided an update to Classified Senate on Student Services:</p> <ul style="list-style-type: none">• Virtual Hours of Operation for Student Services are Monday through Thursday 9:00 a.m. to 6:00 p.m. with limited services from 9:00 a.m. to 1:00 p.m. on Fridays.• We are still trying to keep all services remote or online. We have made time on Mondays (10a-3p) and Thursdays (12n-5p) for in-person appointments if it is absolutely needed however, we have not had to schedule any.• The Online Resources website includes the Student Services At-A-Glance which outlines all the different ways students can access support and student services virtually.• We have been researching the current financial needs of students. The CARES Act funding is helping to offset costs that students have to incur. Students could apply during the application period for \$500 grants. Grant awardees will be selected in the upcoming week.• CCCTA voted to move all sports competition seasons to spring 2021. Discussions at District are currently underway on continuing the conditioning courses. The Kinesiology/Fitness Center is not available to faculty, staff or students.• Congratulations to the following Counselors for making tenure – Melissa Pon, Faith Watkins, Tiffany Wetter, and Rudolf Rose!• Counseling is also working on streamlining student access to Counseling appointments through systems such as Cranium Café and Chatbot.• We have increased the number of Wellness hours by 12 hours, in part due to Foundation grant funding and our partnership with JFK.• Rikki Hall was recently appointed as the new Admissions & Records Director.• Updates have been made to the A&R website, FAQ webpage and the addition of more dynamic forms.• The Food Pantry is open and distributing food on Mondays from 2-4 and Thursdays 1-3 which align with times that student technology distributions take place. Many hard working Classified Professionals, hourly staff and Managers take part in making the Food Pantry and distribution possible. Nicole Almassey, Teresea Archaga, Sabrina Kwist, and Lt. Chad Wehrmeister have been instrumental in organizing the
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		<p>Food Pantry. LMC has partnered with Contra Costa County and Solano Food Banks which has helped increase the amount of food we provide (2,186 families of four served 28,026 pounds of food).</p> <ul style="list-style-type: none"> • The new Brentwood Center beautiful buildings are not open to the public yet. We are all moved out of the old Center space. Carla Molina is the Brentwood Center Coordinator and has been instrumental in the transition and move to the new space. • Outreach is collaborating with the high schools and our Marketing Department on ways to advertise and increase enrollments. • Student Services Leadership is evaluating the data available to see how we can better support instruction and enrollment. <p>EMP 2020-2025 – BethAnn Stone: BethAnn provided a brief overview of the development process, goals and objectives, and the final EMP 2020-2025. The Classified Senate representatives serving on the EMP Core Group are BethAnn Stone, Eloine Chapman, Catherine Fonseca, Paul West, and Christopher Long. This is the first read of the final EMP 2020-2025 for Classified Senate, please review and submit any questions or concerns you may have to one of your EMP Classified Senate Representative by Monday September 21st.</p> <p>Resolution – Catt Wood: Catt Wood extended her gratitude to all that participated in the discussion at the last Classified Senate meeting on this resolution. The Classified Senate reviewed the Community Agreements again for the discussion then proceeded to review the revisions to the second paragraph per discussions at the last meeting. The following was noted:</p> <ul style="list-style-type: none"> • There are 51 State and 1 Federal justice systems, should this be revised. • Should we include more names than just those listed. <p><i>The Classified Senate accepted the second paragraph as revised.</i></p> <p>The Classified Senate reviewed and provided feedback on the four (4) items outlined as “Be It Therefore Resolved”:</p> <ul style="list-style-type: none"> • There is some confusion on the fourth item, specifically around looking at the data and gathering information. There are also some concerns on the reporting and Local One. Someone will check with our Title IX Officer on the data piece. The Resolution Writing Group will review and revise based on feedback and information received or verified.
6.	Committee Input and Report-Outs	<p>A. DGC: No report, due to time constraints.</p> <p>B. Shared Governance Council: See Vision/Values agenda item.</p> <p>C. Strategic Enrollment Management: No report, due to time constraints.</p> <p>D. Safety Committee: No report, due to time constraints.</p> <p>E. Planning Committee/EMP: See EMP agenda item.</p> <p>F. TAG: No report, due to time constraints.</p> <p>G. IDEA: No report, due to time constraints.</p> <p>H. Sustainability: No meeting.</p>

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		I. Professional Development Advisory Committee: No report, due to time constraints. J. EEO Committee: No report, due to time constraints.
7.	Council Business	A. Bylaws Committee: Tabled B. Scholarship Committee: Tabled. C. Elections Committee: Tabled. D. Fundraisers: Tabled E. Classified Senate Communication Platform: Based on discussions in CS Council meetings over the summer, Robert Delgado has researched several platforms that most align with our needs and technical requirements. MS Teams and InSite e-mail seem to be the most compatible. The advantage to the e-mail as it has history which can be easily passed on to the next CS President. CS unanimously agreed to move forward with identifying a CS communication platform. F. Accreditation: Tabled
8.	Adjourn Meeting	Adjourn at 5:07 pm Action: M/S: S. Mills/R. Delgado (24-0-0)

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